CREEKVIEW PAR THREE BANQUET ROOM RENTAL AGREEMENT

608-884-2250

ROOM INFORMATION AND FEES:

Our private special event room comfortably holds 60 to 80 people (weather dependent). This room has it's own rest room, and the outdoor patio and tables are included in price. This room is completely handicap accessible.

Functions held in this room will be charged a rental fee of $150 with a 4 hour limit if Creekview provides the catering. There will be a charge of $75 for functions that do not require Creekview to cater. There will be a charge of $20 per hour for any function requiring a bartender.

MENUS:

You will find various menu selections attached to this agreement. Our menus are suggestive and our staff will be pleased to customize a menu to meet your needs.

All menu selections should be confirmed at least 2 weeks in advance of your event. Any special requests, set up instructions and estimated number of guests must also be given at this time. Creekview reserves the right to make changes/alterations to menu choices should any item not meet quality standards or be out of stock with our vendors.

Seven (7) days prior to your event, you must provide us with a guaranteed number of guests. Your bill will reflect the guaranteed number or the actual number of meals served: whichever is greater.

Our buffets will allow for a 5% overage.

PRICES, SERVICE CHARGES AND GRATUITY:

All of our prices are subject to change without notice. We will guarantee menu pricing and quotes for 60 days from the date your event is confirmed or a deposit is received. Thereafter, pricing may be adjusted, if necessary, to reflect current costs at the time your event is held.

A 20% service charge will be added to all food prices. This service cost is a cost component of the meal, which is retained by Creekview for services rendered. Services include: preparation, set up and take down of the food, event set up and take down, and clean up.

A 20% service charge will be added for parties that wish to have beverages provided in ice bins, and not served by a bartender. This fee is retained by Creekview for services rendered including: set up, take down and assessment of beverages consumed.

Gratuity is optional and at the customer's discretion.

DECORATIONS AND OTHER SERVICES:

We ask that you please discuss decorating ideas with Creekview. We ask that masking tape be used when decorating to avoid damage to the facility. We also ask that glitter and confetti NOT be used in your decorations. There will be a $75 fee for clean up after glitter confetti. Placement and removal of decorations is the responsibility of the customer. Any decorations left without prior notice will be discarded upon clean up of event room.

All tables will be set in black. If another color is desired, it is up to the customer to provide table dressings.

Outside services contracted by the customer must be approved in advance by Creekview. Certificate of insurance may be required.

BEVERAGE FACILITIES:

Separate bar facilities are located in our main bar area. The downstairs private room will be served by a bartender at your request (see page 1). Please discuss with Creekview the most advantageous use of the bar for your group. Guests, patrons or invitees may not bring any outside beverages into the event area. Please note state and local liquor laws regulate all alcoholic beverage sales. We reserve the right to check any and all identification. We do not under any circumstance serve alcoholic beverages to anyone under the age of 21 on the premise. Those who violate this policy will be asked to leave.

FOOD SAFETY:

It is the policy of Creekview to prohibit guests to take with them any food items at any time including “leftover” items from buffets, etc. The National Restaurant Association guidelines and local Health Department regulations will be strictly enforced. Please understand that these restrictions are designed to ensure the safety to you and your guests and your complete cooperation is appreciated.

As required by the Wisconsin Health Department, we must inform all customers that the consumption of raw, undercooked, or otherwise not processed certain animal foods on the menu may pose a health risk to highly susceptible people (elderly, children under 4, pregnant women and immune-compromised individuals).

LIABILITY:

Creekview will not assume responsibility for the loss of or damage to any merchandise or articles left prior to, during, or following any event. Accordingly, it is expressly understood and agreed that Creekview shall not be liable for damages of any kind whatsoever whether to property or person, loss of time, or any other loss arising from the use of or in any connected with any rentals or any pert thereof from whatever cause arising. Client agrees to indemnify Creekview free and harmless wherefrom.

Creekview reserves the right to assess additional replacement charges for materials that may be lost or damaged during an event that are personal property or responsibility of Creekview.

DEPOSIT:

A deposit of $75 is due at the time of booking. This deposit is not an additional charge, but it is applied toward your final bill. IN ADDITION, A CREDIT CARD MUST BE PRESENTED TO GUARANTEE PAYMENT.

No guarantee to secure your booking date will be made until the deposit and the contract is received by Creekview. If the deposit is not received, the function will be considered canceled.

If you cancel your event, our deposit is refundable up to 8 weeks prior to your event. If you cancel your function 2 weeks prior to your event, you will be charged up to 50% of the estimated food and room charges. You are responsible for the entire cost of the event if cancellations are made within 72 hours of the scheduled start time.

Deposits are non-transferable in the event of a cancellation and refunds are determined per above guidelines. All cancellations must be in writing and will be effective when received at our office. Refunds will be issued only to the person who submitted the original payment.

CONTRACT AND CHANGES TO CONTRACT/POLICIES:

Creekview reserves the right to make changes to policy and contract content or application as deemed necessary with or without prior notice. Creekview reserves the right to make corrections to clerical or calculation error.

After reviewing the above policies and menus, please complete the information required and send the signed Event Agreement Form and deposit monies to Creekview Par Three to secure your booking. We will then sign and return a copy of this agreement to you as acknowledgment of your event

Thank you for allowing Creekview Par Three to act as the host for your event!

CREEKVIEW SPECIAL EVENT AGREEMENT FORM

I have reviewed the information contained within the Banquet Room Policy Agreement provided to me by Creekview. I understand the policies outlined and understand my responsibility to honor them.

I am providing the following information with the intent of contracting with Creekview to provide service to the event indicated below.

EVENT DATE:_____

TYPEOF EVENT:_____

RESERVED TIME:_____

ESTIMATED NUMBER OF GUESTS:_____

DEPOSIT AMOUNT:_____RECEIVED ON:_____

CREDIT CARD #:_____EXP:_____

3 DIGIT CODE:_____

NAME OF CUSTOMER:_____

ADDRESS:_____

CITY:_____STATE:_____ZIP:_____

PHONE:_____

EMAIL:_____

I have read and understand these policies and agree to honor what is outlined within this agreement.

Customer signature Date

Creekview Par Three Representative Date

Please read all the above items carefully before signing.
Contact Creekview with any questions, and we will be happy to make clarifications.

MENU OPTIONS

Minimum of 25 people for buffets.
Prices do not reflect 20% service charge

BUFFET:

Two entrees and two sides: $9.50 per person...Three entrees and two sides: $11.50 per person

MAIN ENTREES:

Grilled 1/3 lb Hamburger
Grilled Brat
Grilled Chicken Breast
Grilled ¼ lb Hot Dog
Pulled Pork
Italian Beef

SIDES:

Baked Beans
Potato Salad
Macaroni Salad
Cole Slaw
Italian Pasta Salad
Brownies

ADD ANOTHER SIDE FOR $1.50 PER PERSON

We also offer time of event grilling on our event grill. The cost of this option is $20 per hour with a 4 hour minimum charge. Other meat options available. Inquire with Creekview staff.

TACO BAR:

$8.50 per person...includes the following:

Hard Shells
Soft Shells
Seasoned Beef
Seasoned Chicken
Shredded Lettuce
Diced Tomatoes
Diced Onions
Sliced Black Olives
Sliced Jalapenos
Shredded Cheese
Re fried Beans
Spanish Rice
Cheesy Queso Dip

APPETIZERS:

Cheese and sausage tray with crackers: $40
Veggie tray with dip: $30
Fruit tray: $35
Meatballs (either BBQ or gravy): $45